STATE OF WYOMING

APPLICATION FOR CERTIFIED COPY OF BIRTH CERTIFICATE FOR NEWBORN

Congratulations on the birth of your child. It is important that you complete this application and mail it with the fee for a certified copy of your child's birth record now as many corrections can be made within the first year of birth without additional fees or evidence required.

Submit this form along with the fee of \$13.00 per copy. If paternity forms were signed by the parents, you can obtain a certified copy of the paternity forms at this time for an additional \$13.00 fee. A money order or a personalized check from the person making the request should be made payable to VITAL RECORDS SERVICES.

Enclosed is \$	for certified copy/copies
(Indicate how many of Legal Birth Certification Paternity Form(s)	ificate(s)

Please enclose a self-addressed stamped envelope with the application.

<u>WARNING:</u> Wyoming Statute 35-1-431states that it is a criminal violation to, willfully and knowingly, use or attempt to use a birth certificate for any purpose of deception.

Requests must include a photocopy of the driver's license, state issued ID card, or passport of the parent requesting the certificate. We will also accept a notarized signature of the person making the request.

PHOTOCOPY OF IDENTIFICATION

Written signature must be a permanent part of ID

Child's First Name Middle Name Last Name	
If this record could be recorded under any other name, list that name here	
Date of Birth Sex/	
Place of Birth, WY	
Mother's Full Maiden Name	
Full Name of Father	
Signature of Parent or Legal Guardian Named on Certificate - Legal guardian must submit a copy of guardianship papers. X	
Address to Which Copy is to be Mailed	

Mail your request to:

Vital Records Services Hathaway Building Cheyenne, WY 82002

Newborn Birth Certificate Checklist

Are all items complete on the newborn birth certificate application and
is the request signed by one of the parent's named on the certificate?
Is a current ID, with a signature, of the person making the request attached? (i.e. your Driver's License or your passport?) If the signature is on the back, provide a copy of both the front and the back.
The parent that signed the request must provide a copy of their current
<u>ID.</u> If the signature on the application does not match the signature on the ID or if the
ID is expired, the person making the request must have their signature notarized .
Is the payment of \$13.00 provided for each certified copy? We <u>will</u> <u>not accept</u> a 3 rd Party Check [A check from someone other than the person making the request]. If you do not have a checking account, payment can also be made by money order. Money orders are available at the Post Office, banks and most convenience stores. Funds must be drawn from a United States bank or credit union.
Did you include the mother's maiden name? This is the name the mother had when she was born. This information will allow us to locate the record more efficiently.
Did you include a Self-Addressed-Stamped Envelope (SASE) with your application?

Requests we receive are often sent back for missing one of the items listed above. When all of the information is provided, the processing time is greatly reduced. <u>You do not need to send this checklist in with your request.</u> It is only for your information.

Thank you for your understanding and patience,

Deputy State Registrar Vital Statistics Services

Jim McBride